

## **State of Nevada IT Task Force Subcommittee**

### **Agenda & Meeting Minutes**

**Meeting Name:** Task Force Subcommittee

**Monthly Meeting**

**Facilitator:** Rossalyn Hoid

**Recorder:** Sherri Minifie

**Date:** 11/20/01

**Time:** 1:30 to 3:00

**Location:** Kinkead Large Conference Room

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#### **Attendees**

<b>Name</b>	<b>Attend ✓</b>	<b>Name</b>	<b>Attend ✓</b>
Rossalyn Hoid	✓	Terry Savage	✓
Wally Voskuil		Kathy Ryan	✓
Jim Demme	✓	Kathy Comba	✓
Chuck Conner	✓	Bill Vance	✓

#### **Agenda**

<b>Time</b>	<b>Subject</b>	<b>Presenter</b>
1:30	Call to Order	
	Joint Training	
	Unclassified Positions	
	Occupational Study	
	Committee Meetings	
	Next Meeting Date	
2:45	Close meeting and set next meeting date	

#### **Open Discussion**

1.	Discussed listing training labs and classes on the internet. The group thought it would be a good idea and agreed to add a page to the web site being developed by Maggie Thorne's group.
2.	The group briefly discussed the need for a training officer to manage IT training. The group would like to wait and see how the web site works first.
3.	Discussed at length the implication of adjusting classified IT positions and the need for an Occupational Study. The group felt that there is a need for more flexibility with IT positions and will pursue writing a proposal for an Occupational Study and adjustments to current practices by agencies and the Personnel department. Possible solutions/proposal could be that the IT Work Force Committee assist Personnel in qualifying potential IT professionals by developing evaluation criteria, compiling an authorization list and advising/supporting Personnel with IT positions. The proposal could also include re-writing and extending the Master Series.
4.	Discussed meeting times of the Work Force Sub-committees and the overall IT Work Force committee. The group decided it would be a good idea for the sub-committees to meet on monthly basis and to convene the IT Work Force Committee only when the sub-committees have something to present.
5.	It was mentioned that the first NITOC meeting will be held in January and that the IT Work Force Committee would like to present at the meeting

## Decisions

Item No.	Decision	Rationale	Impact	Date
1.	Training labs and IT classes will be posted on the IT Work Force web site			11/20/01
2.	A proposal will be written for an Occupational Study and adjustments to current practices by agencies and the Personnel department			11/20/01
3.	Sub-committees will meet monthly with the IT Work Force Committee meeting as required by the sub-committees			11/20/01
4.	Next Meeting Date will be January 15, 2002 @ 1:30			11/20/01

## Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
4.	11/20/01	Training classes to be posted on the web	Rossalyn Hoid		
5.	11/20/01	Proposal written for Occupational Study and adjustments to current IT practices by agencies and the Personnel department	Terry Savage		
6.	11/20/01	Contact Gaming and Supreme Court about their classification methodologies	Rossalyn Hoid		
7.	11/20/01	Contact Wally Voskuil and Jeanne Greene about Occupational Study and its potential costs	Terry Savage		

## Approved By

Signature	Name	Role	Date